



**Policy: 4500**  
**Procedure: 4500.10**  
**Chapter: Education**  
**Rule: On-Line Distance Learning**

**Effective:** 7/28/08  
**Replaces: N/A**  
**Dated: N/A**

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) students may be eligible to participate in self-paced, on-line distance learning classes offered by accredited community colleges or other institutions of higher learning. Students must meet course requirements in order to participate.

**Rules:**

1. **Eligibility Criteria:** The **PRINCIPAL AT EACH SECURE FACILITY** shall determine which students are eligible to participate in self-paced, on-line distance learning classes. **THEY** shall give priority to students in this order:
  - a. First, to high school graduates;
  - b. Second, to General Educational Development (GED) recipients; and
  - c. Third, to students who would benefit from the course challenge of dual enrollment.
2. **ANY ADJC EMPLOYEE** may recommend students to participate in the classes. The **EMPLOYEE** shall:
  - a. Choose students who have met minimum behavioral standards;
  - b. Initiate Form 4500.10A Distance Learning Class Application;
  - c. Ensure approval is obtained from the:
    - i. Youth Program Supervisor (YPS) from the student's housing unit;
    - ii. Secure Facility Principal.
  - d. Submit the form to the secure facility Principal or designee for completion and processing.
    - i. The **PRINCIPAL OR DESIGNEE** shall register the students for class.
3. The **SECURE FACILITY PRINCIPAL** shall limit the courses made available to students to:
  - a. Dual enrollment core courses such as:
    - i. English;
    - ii. Mathematics;
    - iii. Science;
    - iv. Social Studies.
  - b. Career and Technical Education.
4. **Classroom set up:** The **SECURE FACILITY PRINCIPAL AND MANAGEMENT INFORMATION SYSTEMS (MIS)** shall ensure the classroom for on-line classes is set up in the following manner:
  - a. There is an appropriate power source;
  - b. There are existing data ports;
  - c. The room is isolated from other classrooms;
  - d. All computers are against one wall for ease of monitoring.
5. **SECURE FACILITY PRINCIPALS OR DESIGNEES** shall ensure that employees who will monitor on-line classrooms shall receive training on how to navigate through the on-line screens involved in the course being taught.
6. **Employee responsibilities for monitoring students and the classroom.** The **YOUTH CORRECTIONS OFFICER (YCO)** in charge of monitoring the classroom shall:
  - a. Unlock the classroom prior to class time;
  - b. Greet students as they enter and check them off on the class roster;

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- c. Ensure students have been assigned a computer and that they use that computer each time they are in class;
  - d. Observe each student as they access the Internet;
  - e. Actively monitor each student continuously during the class period;
  - f. Allow students to correspond with the instructor of the class;
  - g. Be sure to monitor all items printed by students;
  - h. Ensure students terminate each session with the college and return to the start menu;
  - i. Escort the students out of the room and lock the door to the classroom;
  - j. At the end of the day, shut off the computers and lock the door.
7. At the end of each class, the **PRINCIPAL OR DESIGNEE** shall ensure that students participating in on-line classes:
- a. Receive their grades; and
  - b. Grades are posted in the students' education files.

**Signature Date**

7/18/08

**Approved by Process Owner**

Patrick J. Jeske

Dr. Patrick Jeske, Superintendent of Education

**Effective Date**

7/28/08

**Approved by**

Michael D. Branham

Michael D. Branham, Director



## On-Line Distance Learning Application

Juvenile's Name: \_\_\_\_\_ K#: \_\_\_\_\_ DOB: \_\_\_\_\_

Course(s) of interest: \_\_\_\_\_ GED Yes ☐ No ☐

System for Change Level: \_\_\_\_\_

YPS Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

### Education Personnel Use only

I \_\_\_\_\_  
Name Title/Position

approve of \_\_\_\_\_  
Juvenile's name

participating in on-line Distance learning class \_\_\_\_\_